

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BUILDING OFFICIAL
CLASS CODE: 2042

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 4/1/08 (Revised 06/13/2006 version)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Under direction from the Community Development Director, supervises, plans, coordinates, and directs the activities of the building inspection function.

CLASS CHARACTERISTICS

This is the advanced inspector classification level with full supervisory responsibility and authority to make code compliance decisions.

ESSENTIAL FUNCTIONS

- Makes staffing decisions within the building inspection function including training, performance evaluations, and scheduling of work load.

- Makes recommendations regarding hiring and retention of assigned personnel.

- Assists in the preparation of the division budget and monitors the division purchase orders and expenditures.

- Oversees business license activities pertaining to proper application of the adopted building codes and county regulations.

- Revises and implements building inspection policies as needed.

- Interacts with the State Department of Commerce and Department of Professional Licensing (DOPL) for required state code changes.

- Ensures staff maintain the minimum annual mandatory training required by the state and Insurance Services Office (ISO) and maintains office practices to ensure the highest possible ISO rating.

- Schedules and performs or oversees necessary inspections to enforce a variety of codes; makes decisions on code compliance, writes finding reports, and issues correction notices and citations.

- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, staff, and other interested parties, both verbally and with written responses.

- Reviews blueprint plans, determines permit fees, checks for code compliance, and resolves deficiencies with the builder.

- Approves plans, issues permits, and maintains files for permits and plans.

- Checks for expiration of plans, permits, and bonds, and makes cancellations when required.

- Issues building clearance for certificates of occupancy.

- Identifies and documents building violations and issues notices to comply.

- Refers zoning, fire code, and other violations to appropriate offices and clears records or refers case for legal action as appropriate.

- Updates library with current code books, research reports, and training materials and reviews publications for new products, recommendations, and other information.

- Plays active role in the code development process and attends semi-annual meetings as a representative of the County; investigates zoning and building related complaints and takes appropriate action.

BUILDING OFFICIAL

04/01/2008

Page 2

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of adopted construction codes; Ability to accurately apply codes while inspecting buildings under construction or performing plan reviews; Ability to enforce codes with tact and impartiality; Ability to research and update computer records; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Knowledge of supervisory techniques; and Ability to organize, assign, monitor, and evaluate the work of others.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 100 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions while performing field work.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree in Construction Management or a related field and a total of Six (6) years work experience in the building inspection and/or building construction industry with at least Three (3) years performing building inspection and plans checking activities and at least One (1) year in a supervisory or lead capacity in building inspection or building construction.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah Driver's license, a valid combination level State of Utah Building Inspector license; International Code Conference (ICC) certification as a building, electrical, plumbing, and mechanical inspector; and additional ICC certification in plan review or as a certified building official.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.